

SUPPORT SERVICES COURSE

25 January — 19 March 1965

Schedule for weeks ONE and TWO

25 January — 12 February 1965

S E C R E T

SUPPORT SERVICES COURSE

Speaker Guidance Sheet

The Support Services Course is a new course established at the request of Deputy Director for Support to prepare JOTs for assignments in the DDS. The course will be eight weeks long and contain presentations on finance, logistics, security, personnel, medical, travel and training subjects.

Class Objectives are: 1) to give these officers some appreciation of how administration is accomplished in CIA with particular emphasis in the first phase of the course on the policies and philosophy underlying CIA administration; 2) in the second phase, to give these officers a picture in some depth of the various aspects of CIA administration under overseas field station conditions; 3) to motivate these officers to a career in the CIA Support Services.

Class: For this first running the class will consist exclusively of JOTs who are destined for assignment to 1) overseas posts as administrative officers or 2) headquarters components. For the most part the students are from the July and October 1964 JOT classes. A preliminary screening of the background of the students indicates that over 50% have business or economics academic backgrounds. The remainder have liberal arts backgrounds. We anticipate having a group of 22 to 25 JOTs.

Instructional Approach: It is felt that the most effective way you can achieve course objectives is to present your points succinctly and then illustrate with actual or fictitious cases. As far as possible avoid involved specific details which the student will retain only for a short time. It is possible in many instances to present your subject from the framework of a case. As far as possible encourage participation from the students. Feel free to ask the students questions in order to stimulate interest or provide logical entree to your subject. Training aids are welcome. A Vu-graph and 2x2 slide projector will be available in the classroom. Film clips or short movies can be shown from the projection booth in the classroom. If you plan to use films, inform the Chief Instructor in advance so that arrangements can be made for a projectionist. Feel free to discuss your presentation with the Chief Instructor at any time.

S E C R E T

Thursday, 4 February 1965

25X1	0830 - 0900	Study: HR 		
	0900 - 1000	CIA Records Management Policies	 Chief, Records Administration Staff O/DDS	25X1
	1010 - 1100	Review		
	1100 - 1200	Examination		25X1
	1300 - 1400	Organization and Functions of a Field Station	 Office of Training	25X1
	1410 - 1530	Cable Writing Format and Exercise		25X1
	1540 - 1640	Functions of a Field Support Officer	 Chief, Operations School OTR Chief of Support SR Division OTR	25X1 25X1 25X1

S E C R E T

Friday, 5 February 1965

0830 - 0900	Study		
0900 - 1000	Elements of Records Management: Forms Management	<div style="border: 1px solid black; width: 180px; height: 25px;"></div> Records Administration Staff	25X1
1010 - 1105	Correspondence and Mail Manage- ment	<div style="border: 1px solid black; width: 130px; height: 25px;"></div> Records Administration Staff	25X1
1115 - 1215	Filing Equipment, Supplies and Systems	<div style="border: 1px solid black; width: 125px; height: 25px;"></div> Records Administration Staff	25X1
1315 - 1425	Records Disposition and Records Center Operations	<div style="border: 1px solid black; width: 170px; height: 30px;"></div> Records Administration Staff	25X1
1435 - 1500	Records Summary	<div style="border: 1px solid black; width: 145px; height: 25px;"></div>	25X1
1510 - 1700	Dispatch Procedures and Exercise	<div style="border: 1px solid black; width: 155px; height: 25px;"></div> ●TR	25X1

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